

Mountain Province State University

Policy on Extending Waste-Minimisation and Sustainability Standards to All Suppliers and the Supply Chain

I. Rationale

Mountain Province State University (MPSU) recognizes that its environmental impact is influenced not only by what happens inside the campus but also by the suppliers, service providers, and contractors that support its operations. Disposable packaging, excess materials, and non-reusable supplies often enter the University through deliveries of equipment, stationery, laboratory materials, construction supplies, and outsourced service operations.

To uphold the University's commitment to sustainability—especially in reducing disposable items, minimizing waste sent to LGU Bontoc for landfill disposal, and promoting ethical sourcing—MPSU is extending its minimisation policies beyond internal operations and into the **entire supply chain**.

This policy ensures that all partners of the University help reduce waste, follow environmentally responsible practices, and support MPSU's mission to create a greener, healthier campus.

II. Policy Statement

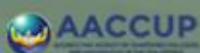
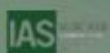
All suppliers, contractors, and outsourced service providers working with MPSU must follow the University's waste-minimisation practices. This includes reducing disposable packaging, avoiding unnecessary single-use materials, and ensuring that products and services provided to the University align with MPSU's sustainability and ethical sourcing standards.

Compliance with this policy is required for accreditation, contract renewal, and continued partnership with MPSU.

III. Scope and Coverage

This policy covers **all entities connected to MPSU's supply chain**, including but not limited to:

- Equipment and hardware suppliers
- Stationery and office supply vendors
- Building and construction contractors
- Furniture and fixture suppliers
- Laboratory and chemical suppliers
- Printing and reproduction services
- Canteens, food suppliers, and concessionaires
- Janitorial and maintenance contractors
- Outsourced service providers (security, catering, technical services)





IV. General Principles for Supply Chain Sustainability

1. Reduce Disposable and Single-Use Packaging

Suppliers shall:

- Minimize plastic wrapping, bubble wrap, Styrofoam, and excessive boxes
- Use recyclable or reusable packaging whenever possible
- Avoid sachet-sized products if larger refillable alternatives exist

2. Promote Reusable, Refillable, and Durable Products

Suppliers must provide:

- Durable equipment and materials that have longer lifespans
- Refillable ink, toner, cleaning agents, and maintenance supplies
- Office supplies made from recyclable or sustainably-sourced materials

3. Support Ethical and Responsible Sourcing

Suppliers shall ensure:

- Fair, safe, and humane labor practices within their operations
- Products are sourced responsibly, safely, and transparently
- Materials comply with environmental and industry standards

This supports the University’s ethical procurement principles.

4. Ensure Products Do Not Generate Unnecessary Waste

Examples of non-compliance include:

- Overpacking a small item in multiple layers of plastic
- Using disposable protective materials when reusable options exist
- Delivering numerous small units instead of consolidated bulk packaging

V. Specific Guidelines by Supplier Type

A. Equipment, Hardware, and ICT Suppliers

Must ensure:

- Minimal use of plastics and foam for packaging
- Removal of unnecessary single-use coverings on devices
- Collection of take-back packaging when possible
- Delivery consolidation to reduce transport waste



B. Stationery and Office Supply Vendors

Shall:

- Prioritize recyclable paper, refillable pens, eco-friendly markers
- Avoid individually plastic-wrapped small office items
- Offer bulk packaging with reduced disposables
- Promote environmentally friendly alternatives for common office supplies

C. Building and Construction Contractors

Contractors must:

- Reduce disposable materials used on-site
- Avoid unnecessary single-use protective plastics
- Properly segregate construction waste
- Use responsibly sourced and durable construction materials

D. Laboratory, Science, and Chemical Suppliers

Shall:

- Provide clearly labeled products and consolidated packaging
- Offer refill options (e.g., cleaning agents, alcohol solutions)
- Reduce disposable containers whenever safety allows
- Follow safety and hazardous waste guidelines applicable to MPSU

E. Food Suppliers, Canteens, and Concessionaires

Must:

- Avoid Styrofoam and unnecessary single-use food packaging
- Provide environmentally friendly food containers
- Support reusable service utensils whenever feasible
- Maintain cleanliness, safe handling, and ethical food sourcing

F. Janitorial, Maintenance, and Outsourced Services

Shall:

- Use refillable cleaning solutions
- Reduce disposable cleaning supplies
- Ensure responsible disposal of waste generated during operations



VI. Procurement Requirements

A. Supplier Sustainability Commitment

Before accreditation, suppliers must sign a **Sustainability and Waste-Minimisation Agreement** confirming that they will:

- Reduce disposable items
- Follow MPSU segregation protocols
- Support ethical and environmentally responsible sourcing
- Minimize packaging waste in deliveries

B. Evaluation and Renewal

Suppliers will be evaluated based on:

- Level of packaging reduction
- Use of reusable or recyclable materials
- Transparency and ethical sourcing practices
- Responsiveness to MPSU feedback
- Actual waste reduction records or improvements

C. Non-Compliance

Failure to follow this policy may result in:

- Notice of corrective action
- Suspension of supplier accreditation
- Non-renewal or termination of contract

VII. Support to LGU Bontoc Waste-Management Operations

Because waste that enters MPSU eventually contributes to LGU Bontoc's landfill output, suppliers must:

- Limit materials that result in residual waste
- Support MPSU's landfill minimisation efforts
- Use packaging that is easy to recycle or reuse
- Ensure their operations reduce the landfill burden on the community

This positions MPSU and its supply chain as responsible partners in municipal waste management.

VIII. Monitoring and Continuous Improvement

MPSU will:

- Conduct periodic inspections of supplier packaging and deliveries
- Monitor the amount of disposable waste generated from suppliers
- Provide feedback and training when needed
- Update guidelines based on performance and emerging practices

